

October 31, 2016



## EMPLOYMENT OPPORTUNITIES

### DEPUTY COURT ADMINISTRATOR/TRIAL DIVISION ADMINISTRATOR

**Circuit Court - Administrative Division**  
**Salary range (K13A-D):\$37.40-39.09/hr.**  
**M-F 8-5PM**

**Posting: #103-16**  
**Date Posted: 10-30-16**  
**Deadline (rec'd by 5:00 p.m. EST):11/13/16**

#### **Responsibilities and Qualifications:**

This position provides procedural and administrative guidance and leadership to all employees assigned to the problem-solving courts and the Trial Division including judicial aides, judicial attorneys and financial staff. This position serves also as the Circuit Court Deputy Administrator. Administer and make accountable all areas of the personnel administration of the Trial Division including training, hiring, and disciplinary actions. Provide administrative personnel recommendations to 4 elected judges in the area of hiring, training, and disciplinary actions. Administer the maintenance of court files and court records within the Trial Division including overseeing the accuracy, certifications, authenticating and certification, creation, retention, access, storage and destruction including video records and transcription in accordance with state records management standards. Approve all budget expenditures, line item transfers and grant expenditures within the budget of the Trial Division. Conduct ongoing assessment of existing line items and future budget needs including space, personnel and equipment. Review and analyze court processes for compliance with the law. Administer the present and future operations of the Trial Division including court appointed counsel system, countywide jury services, caseflow management and alternate dispute resolution programs. Communicate and inform the media, security, other courts and citizens with regard to court policies and procedures. Represent the court and handle any complaints or issues with regard to court operations. Administer the Court's Appointed Counsel Plan, Caseflow Management Plan, and Alternate Dispute Resolution Plan as required by the Supreme Court. Review and analyze court processes to strategize potential management changes that may affect the daily operation of the court and compliance to court rules, statutes, and state guidelines. Develop policies and procedures to meet requirements of new court rules and statutes that govern the operations of the Trial Division. Prepare long and short range planning goals for the Trial Division. Monitor, analyze and coordinate the use and needs of judicial resources among and with circuit, district, probate, and specialty courts to better utilize and share judicial resources. Serves as liaison with community partners and law enforcement agencies. Perform other duties as delegated by the Circuit Court Administrator or assume Court Administrator duties in his/her absence serving a total of eight elected judges and 200 plus staff members.

Extensive knowledge and experience of adult criminal and civil law, court rules and court procedures: knowledge of management principles and ability to delegate and manage multiple priorities: extensive knowledge of budget and fiscal management; strong human relation skills and ability to communicate effectively in verbal, written and electronic form; strong conceptual skills in problem analysis and program development; thorough knowledge of county and community resources; ability to effectively manage the media; strong leadership and team building skills. . Master's degree in criminal justice, judicial administration, public administration, psychology, social work, law degree or closely related field. Preferred completion of the National Center for State Courts Court Executive Development Program. Minimum three years of experience working in a court or legal setting with administrative or managerial experience. **Apply online** <http://www.kalcounty.com/hrd/openings.php?Posting=1021>

**Send Resume:** Maria Mendez, Administrative Assistant, 227 W. Michigan Ave. #401, Kalamazoo, 49007